New Version of ART to be deployed.
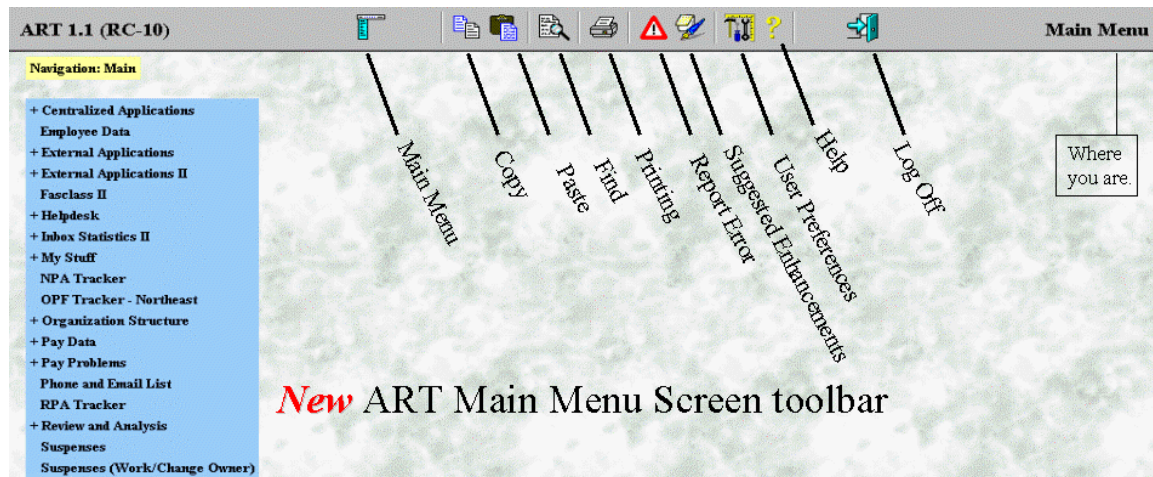
ART version 1.1 will be deployed at the Northeast Region on/about December 3rd and to the remaining regions the weekend of December 7th. The new version contains both major and minor enhancements.

The first major enhancement users will encounter is *the new toolbar*. Enhancements to the toolbar allow users to move back and forth between screens, as well as providing additional information on where the user is among the ART tools. As you can see from the picture below, the icons are easily identified and as you pass your cursor over the icons, the tag label for that icon is displayed.

New ART Main Menu Screen toolbar

ART 1.1 will only have the *newest version of the Gatekeeper* under the Gatekeeper menu option. Currently users are accessing Gatekeeper from two different menu items. The two are called, "Gatekeeper Checklist" and "Gatekeeper Checklist Test." Users currently accessing the ART menu item "Gatekeeper Checklist Test" will see no difference, except that the word "Test" will be removed from the menu item. Users currently accessing the ART menu item "Gatekeeper Checklist" will see the same menu option they are accustomed to, but the checklists will look a little different. The information below is provided for these users to help them understand the differences they will encounter when using the newest version and to provide guidance on how to access older version checklists still associated with open RPA's.

The newer version of Gatekeeper does not have any CPAC questions. However, use of the newer version does not mean that CPAC personnelists no longer have a roll to play in the RPA process. It simply means that there are no questions for the CPAC personnelist to answer on the checklist. CPAC personnelists will still either help management up front, prior to the actual initiation of the RPA; or review the checklist as it flows through the CPAC. In either case, as always, a personnelist user will be able to edit checklists in the manner they have always done.

When 1.1 is deployed, all users will use the newest version when initiating new RPA's. Existing old version checklist will no longer be accessible in the Gatekeeper Inbox. However, Gatekeeper checklists created using the original version will still be available for viewing. Therefore, all information submitted with an RPA prior to the deployment of ART 1.1 will still be accessible in ART. In order to view the old version checklists, users must access an ART menu option that allows RPA's to be viewed. (e.g., RPA tracker, Inbox Statistics, Employee Data, etc**.) It is recommended that users working RPAs with old version Gatekeepers use the RPA Tracker menu option to view the Gatekeeper checklist.** Simply query for the RPA you are working and click the "Y" hyperlink under the "Gatekeeper" column to display the associated checklist. Should the user find information that needs to be changed on that gatekeeper, they will not be able to edit the checklist. However, the RPA Tracker also provides a notes column for users to input information about an action. To enter a comment, simply click on the Smart Number hyperlink, input notes and submit. If all users working old version gatekeeper actions access the checklist from the RPA

tracker, it will be very easy for all users to see any additional notes that have been added and may change the data on the Gatekeeper.

ART 1.1 will make use of the **most recent productivity changes** which will be visible in Inbox Statistics, RPA Tracker, NPA Tracker and any other tool that shows RPA/NPA data. With the use of the *User Preference button* on the tool bar, users can now make adjustments if they want to view statistical information different than that presented on the screen. You will need to scroll down to the bottom of the User Preference screen to see you choices.

Other changes include a *View Layout Details* feature. The layout design provides information on any pre-filter applied to a group of records; the groupings available within a tool; and the detail (data elements) that will be visible for each record. For instance, Is the user looking at only open records? If "yes", the pre-filter screens to be sure records have a Status of 'open'. Groupings are the way in which records will be sorted e.g. by CPAC, command, branch, etc. Detail would include name, SSN, organization, RPA number, etc. This layout design feature is available on many of the tools that present data in a table format.

Another enhancement is the addition of *a resort capability* and an *Export to Excel* capability. Both provide the user with expanded flexibility in viewing output.

There are additional enhancements that users will notice as they use the ART tools. Attached are annotated screen shots pointing out some of the new features.